

# Training Registration

## **How To: Register for Training**

Below are the steps for registering for training.

- Step 1:** From the Training Registration screen, enter your User Name and Password or your agreement number and click on the **Continue** button. The Available Categories screen will display.
- Step 2:** Click on the **Choice** circle to the left of the Program Category. Click on the Continue button. The Available Locations screen will display.
- Step 3:** Click on the **Choice** circle to the left of the Date for the Location you wish to attend. If a class is already full the choice will appear but will indicate that it is “full”. Click on the Continue button. The Attendee Information screen will display.
- Step 4:** Enter the Attendee information and click on the **Continue** button. The Registration Results and Confirmation Number screen will be displayed.
- Step 5:** Print this page, as the Confirmation Number is your record indicating you have been confirmed for training. In the event you wish to modify your Training Registration you will also need to know your Confirmation Number.

## **How To: Modify Training Registration**

Below are the steps for modifying training registration.

- Step 1:** From the Training Registration screen, click on the **Modify Registration** button. The Confirmation Number entry screen will display.
- Step 2:** Enter your Confirmation number and last name and click on the **Continue** button. The Available Categories screen will display.
- Step 3:** Click on the **Choice** circle to the left of the Program Category. Click on the **Continue** button. The Available Locations screen will display.
- Step 4:** Click on the **Choice** circle to the left of the Date for the Location you wish to attend. If a class is already full the choice will appear but will indicate that it is “full”. Click on the **Continue** button. The Attendee Information screen will display.
- Step 5:** Enter the Attendee information and click on the **Continue** button. The Registration Results and Confirmation Number screen will be displayed.
- Step 6:** Print this page, as the Confirmation Number is your record indicating you have been confirmed for training. In the event you wish to modify your Training Registration you will also need to know your Confirmation Number.



Note: It is very important to know your confirmation number. Print this screen or write down the confirmation number and keep it secure. The confirmation number is your record indicating that you have been confirmed for training. If you need to modify your training information you will need the confirmation number.